Sappi Light Account Training

Important points to remember…

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What is Ariba Light Account?

Remember…

- No cost to the supplier
- Interactive email is the ONLY way to access purchase orders and create invoices
Register, and confirm your first Purchase Order

Remember…

- Can only log in to an existing LIGHT ACCOUNT
  - Currently trading on Quadrem or Ariba on a Full Account?
  - Do **NOT** log in with your existing login details – create new log in details, e.g., add a “1” to the end of your email address for your username

- Purchase Orders can include attachments

- Allows for partial confirmations and back orders

- Visible version control

- Tax and shipping information is mandatory

- Ensure that the purchase order is 100% correct – Sappi business rules require a 3-way match (PO – GRV – Invoice)
Create an Invoice

Remember…

- The original purchase order email is the ONLY way to create an invoice
- Allows for partial invoicing
- Insert your supplier-generated invoice number as the Ariba invoice number
- You can create an invoice and a credit memo
- PDF invoice is emailed to you – keep for record purposes
- Dynamic Discounting – available early 2018 (Southern Africa only)
Your Supplier Dashboard

Remember…

Administrators
- manage your company profile and user access

Users
- Document view – a maximum of 31 days and 50 documents, per status
- Add URL [www.supplier.ariba.com](http://www.supplier.ariba.com) to your browser as a favourite or a bookmark
- Invoice processing – users will access the PO to create invoices from the Dashboard
Ariba Help Center

Remember…

- Ariba Help Center – your FIRST point of contact for support
- Light Account support contacts – provided to Administrator
Features and Benefits

Remember…

- Ariba Discovery – visit the Ariba website, [www.ariba.com](http://www.ariba.com) to understand the marketing benefits of Discovery
- “Ariba Supplier” mobile app – available from the iStore and Play Store
Administrators

- Create additional users – link them to the correct profile
- Complete your Company Profile
- User archiving – encourage your users to create an archive folder in their inbox for accessing purchase orders
- Shared drive archiving (Sharepoint, Network, etc.) – company-wide automatic archiving of all Ariba documents can be set up in your Company Profile
- Do **NOT** send PDF invoices after go-live!
Thank you